CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF HEALTH AND NUTRITION SERVICES AND
CHILD/FAMILY/SCHOOL PARTNERSHIPS
25 INDUSTRIAL PARK ROAD
MIDDLETOWN, CONNECTICUT 06457-1543

TO: National School Lunch and Breakfast Program Sponsors

FROM: Maureen B. Staggenborg, Director - Child Nutrition Programs

DATE: August 14, 2006

SUBJECT: **Operational Memorandum #19-06**
            1. After School Snack Program
            2. Interschool Agreements
            3. *SMI Frequently Asked Questions* Resource

1. **After School Snack Program** – Sponsors of After School Snack Programs are reminded that they must submit an updated Application Addendum form and a sample snack menu for each site at least two weeks before the site begins serving and claiming snacks. The required forms are available online at:
    http://www.state.ct.us/sde/deps/nutrition/Snack/index.htm.
    To find out if a site is area eligible or in the attendance of an area eligible school, go to the following website, scroll down and click on the Area Eligible list:
    http://www.state.ct.us/sde/deps/nutrition/SchoolNutrIndex.htm. Additionally, sponsors are reminded that onsite visits must be made to all after school snack sites **two times** a year with the first visit occurring during the first four weeks of operation. These visits must be documented in writing and kept on file for audit purposes.

    Questions pertaining to After School Snack Program may be directed to RoseAnna Holliday (860)-807-2064.

2. **Interschool Agreements** – The Interschool Agreement forms have been revised. If you vend or satellite meals to another school district, an *annual* Interschool Agreement must be signed and sent to the Child Nutrition office BEFORE you start serving and claiming meals. This is required even if you list the site on your district's Online Agreement. The Interschool Agreement forms are samples; however, if you choose to submit your own form, you must make sure that all of the components outlined on the State sample forms are included in your Interschool Agreement. Failure to do so, could delay the processing of your Agreement.

    Additionally, school districts who certify with the Connecticut State Department of Education that they will comply with Section 3 of Public Act 06-63, *An Act Concerning Healthy Food And Beverages in School*, may claim the recipient site lunches for additional State reimbursement if: 1) They are the providing sponsor, and 2) The following conditions are met:

    a. The recipient site is a public school, vocational-technical school, charter school, interdistrict magnet school or endowed academy,

b. The recipient site has a full understanding of Section 3 of Public Act 06-63, *An Act Concerning Food and Beverages in School.* For more information on Public Act 06-63 go to the following website: *http://www.state.ct.us/sde/deps/Student/NutritionEd/index.htm#Standards*

c. Section III of the Full Service Interschool Agreement form is checked and signed by the recipient site authorized representative.

d. The recipient site and the providing sponsor complete and submit a signed Full Service Interschool Agreement form or approved equivalent.

The revised Interschool Agreement forms will be available on the following CNP website after August 16, 2006: http://www.state.ct.us/sde/deps/nutrition/Snack/index.htm.
Note: Failure to submit and receive approval for an Interschool Agreement could jeopardize funding for the meals served to that site.

Please contact Lorraine Sternal at 860-807-2008 with questions pertaining to Interschool Agreements.

3. Enclosed is the School Meals Initiative *(SMI) Frequently Asked Questions* Resource distributed by the United States Department of Agriculture (USDA.) This is additional SMI guidance for school food authorities to use in implementing the SMI requirements.

Question pertaining to the School Meals Initiative may be directed to:

Teri Dandeneau at 860-807-2079 or teri.dandeneau@ct.gov
Bob Zwack at 860-807-2081 or robert.zwack@ct.gov
RoseAnna Holliday at 860-807-2064 or roseanna.holliday@ct.gov
Lorraine Sternal at 860-807-2008 or lorraine.sternal@ct.gov